

May 16, 2001

TO: Interested Parties

FROM: Tracy Stone, Director, AmeriCorps Promise Fellows

RE: 2001 AmeriCorps Promise Fellows Application Guidelines and Instructions

Thank you for your interest in the AmeriCorps Promise Fellows program. Enclosed please find the final version of the 2001 AmeriCorps Promise Fellows Application Guidelines and Instructions and the Notice of Funding Opportunity, which was published in the Federal Register on April 16. If you previously received a draft version of the application forms and instructions, please be sure to replace them with the final version and use only forms reflecting an OMB control number and expiration date when submitting your application.

Subject to the availability of funding, the Corporation will award approximately \$6 million to support approximately 500 Fellows in the 2001-02 program year. Applications must be received by the Corporation by 5 p.m. Eastern Daylight Time on Friday, June 15, 2001.

Revisions in Final Version

The most significant change to the guidelines since the draft version was published is that the funding to support the professional development opportunity for a select group of Fellows (see page 5) is now available. This training event will be held early in the 2001-02 program year.

Minor changes include the addition of the following sentence to the compliance requirements on page 22, "If you exceed a page limit, we will remove any excess pages before reviewing your application," and the addition to the top of the AmeriCorps Promise Fellows Objective Worksheet of the statement, "This worksheet should not be submitted with your application."

Eligible Applicants

The application process is open to State Commissions, nonprofit organizations proposing to sponsor Fellows in more than one state (National Directs), Indian Tribes, and local organizations in North Dakota, South Dakota, or U.S. territories that do not have a State Commission. Grantees currently in their second or third year of operating an AmeriCorps Promise Fellows program must apply as new applicants.

Please note that the legal applicant to the Corporation must be one of the organizations listed above. If you are interested in hosting an AmeriCorps Promise Fellow in your organization or sponsoring an AmeriCorps Promise Fellows program that will place Fellows in a single state, please contact your state commission for application instructions. State commission contact information is available on the Corporation's web site at www.americorps.org. If you are affiliated with a national organization that may be interested in placing Fellows in more than one state, please contact that organization to discuss the possibility of its applying directly to the Corporation. Eligible applicants typically set their own due dates prior to June 15 to provide time to prepare the final application to the Corporation.

Electronic Guidelines and Instructions

The application guidelines and instructions will be posted on the Corporation's web site at www.americorps.org or send an email to Austin Holland at aholland@cns.gov to receive the materials by email.

If you have questions about the program or the application process, please contact me at (202) 606-5000, extension 173 or tstone@cns.gov. Thank you again for your interest in the AmeriCorps Promise Fellows program.

AmeriCorps
Promise Fellows

**2001 APPLICATION
GUIDELINES AND INSTRUCTIONS**

OMB Control Number 3045-0073
Expiration Date: 12/31/2002

These application guidelines apply only to AmeriCorps Promise Fellows programs. If you wish to receive any other program applications, contact the Corporation for National Service.

For additional copies of these guidelines and to request them in an alternative format, call 202-606-5000, ext. 274. [TDD: 202-565-2799 or TTY via the Federal Information relay Service at (800) 877-8339]

Submission Procedures:

Applicants must submit one unbound single-sided original and two bound copies of the complete application with an original authorized signature on the application title page and on the certifications and assurances form. All applicants are encouraged to voluntarily submit an additional four (4) copies of the application to expedite the review process.

AmeriCorps Promise Fellows program application submissions must be received by the Corporation for National Service no later than 5:00 p.m., Eastern Daylight Time, June 15, 2001.

All Applications must be sent to:

Corporation for National Service
1201 New York Avenue, N.W.
Box APF
Washington, D.C. 20525

Public Burden Statement: The Paperwork Reduction Act of 1995 requires the Corporation to inform all potential persons who are to respond to this collection of information that such persons are not required to respond unless it displays a currently valid OMB control number. (See 5 C.F.R. 1320.5(b)(2)(i)). **Time Burden:** The time required to complete this collection of information is estimated to average 28 hours per applicant, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **Use of Information:** The Corporation evaluates the applications and makes funding decisions based upon this information through its grant review and selection process. **Effects of Non-Disclosure:** Providing this information is voluntary; however, failure to provide the information could result in the application not being approved for a federal grant. **Public Comments:** Comments on the burden or content of this instrument may be sent to the Corporation for National and Community Service, 9th floor, Attn: Ms. Tracy Stone, 1201 New York Avenue, N.W. Washington, D.C. 20525.

May 2001

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PART ONE: OVERVIEW AND GENERAL INFORMATION

The Corporation for National Service

The Corporation for National Service was established in 1993 to engage Americans of all ages and backgrounds in community-based service. We support a range of national and community service programs, providing opportunities for participants to serve full-time and part-time, as individuals or as a part of a team. Learn and Serve America integrates service into the academic life of nearly one million students in all fifty states. The National Senior Service Corps uses the skills, talents, and experiences of nearly half a million older Americans to help make communities stronger, safer, healthier, and smarter. AmeriCorps engages thousands of Americans on a full-time or part-time basis to help communities address their toughest challenges while earning support for college, graduate school, or job training. AmeriCorps joins a long tradition of programs encouraging and rewarding service--programs such as the Civilian Conservation Corps, the Montgomery GI Bill, and the Peace Corps. Our programs provide tangible benefits to local communities and foster civic responsibility in those who serve.

Within the Corporation, we make children and youth a priority that cuts across our streams of service and the four areas of education, environment, public safety, and other human needs. Most Learn and Serve America, AmeriCorps, and National Senior Service Corps programs incorporate this priority within their program objectives. All of our streams of service support the America Reads Challenge to ensure that children learn to read independently by the end of the third grade. Some of our national and local activities under this initiative include training and coordinating unpaid volunteer tutors, organizing and assisting family literacy programs, and serving as reading partners in structured programs.

We are a partner with America's Promise – the Alliance for Youth. This is an alliance of nonprofit organizations, businesses, schools, state and local governments, and faith-based organizations that direct organizational, financial and human resources to help turn the tide and create options for millions of children and youth who lack certain fundamental commitments from the nation. The Corporation, alongside delegates from all walks of life, established our obligations to youth and children at the Presidents' Summit for America's Future. We committed ourselves to see that all of America's children and youth receive the following five promises:

- Ongoing relationships with caring adults--parents, mentors, tutors or coaches;
- Safe places with structured activities during nonschool hours;
- Healthy start and future;
- Marketable skills through effective education; and
- Opportunities to give back through community service.

The AmeriCorps Network

AmeriCorps is a national service network that provides full- and part-time opportunities for participants, called members, to serve their communities and address local environmental, educational, public safety, or other human needs. Within these four issue areas, programs may submit proposals to solve specific problems of local communities. In other words, local needs

drive AmeriCorps.

The AmeriCorps national service network includes AmeriCorps* State and National programs, Indian Tribe and U.S. Territory programs, Education Awards Program, AmeriCorps Promise Fellows, AmeriCorps*VISTA, and AmeriCorps*NCCC. Through service with community organizations and agencies, in communities large and small throughout America, AmeriCorps members fulfill their pledge to “get things done.”

In the short time since AmeriCorps’ inception, more than 100,000 members have served their communities and its members have achieved impressive results. During this year, more than 50,000 AmeriCorps members will provide community service throughout the country.

AmeriCorps Promise Fellows

In 1998, the Corporation for National Service launched the AmeriCorps Promise Fellows program to provide a leadership cadre of full-time AmeriCorps members—the AmeriCorps Promise Fellows—to spearhead state and local efforts to deliver the five promises of America’s Promise to children and youth.

History of the AmeriCorps Promise Fellows Program

The AmeriCorps Promise Fellows program was created to provide leadership, support, and continued momentum to the campaign initiated by the Presidents’ Summit for America’s Future. Held in Philadelphia in April 1997, the Presidents’ Summit was an historic gathering of President Clinton, former Presidents Bush, Carter and Ford, Nancy Reagan representing Ronald Reagan, and over 3,000 business, nonprofit, government, faith, and civic leaders. At the Summit, the Presidents and General Colin Powell, who chaired the event, challenged these leaders to raise civic power to a new level to solve the problems of American society. They asked them to commit more time, talent, and resources to children and youth and to advocate for new and renewed commitments from others.

Using the energy and ideas generated at the Summit, delegations returned to their communities to redouble existing efforts and launch new strategies for providing children and youth with the resources they need to become successful adults—the five promises. In the wake of the Summit, America’s Promise—The Alliance for Youth was formed to carry forward the work begun in Philadelphia. As local Summit follow up activities got underway, however, it soon became apparent that to genuinely scale up the delivery of the five promises, communities would need leaders who could devote full-time energy to these initiatives.

In response to this need, the Corporation for National Service, which co-sponsored the Summit with the Points of Light Foundation, joined with America’s Promise to establish the AmeriCorps Promise Fellows program. Since the inaugural class of Fellows began service in early 1999, nearly 500 Fellows annually have dedicated a year of service to “Delivering on America’s Promise to Youth.”

The AmeriCorps Promise Fellows program is a partnership of AmeriCorps and America’s Promise. For more information about these organizations, visit their web sites at www.americorps.org and www.americaspromise.org.

Role of an AmeriCorps Promise Fellow

AmeriCorps Promise Fellows serve in state or local nonprofit organizations, public agencies, colleges and universities, schools and other community-based organizations dedicated to promoting the five promises and engaged in the America's Promise campaign. While direct service to children and youth may be a component of a Fellow's service, Fellows are primarily capacity-builders. Their service activities expand, strengthen and improve a community's ability to deliver the five promises in sustainable ways. For example, a Fellow may:

- Coordinate a Community of Promise campaign to provide a targeted number of young people with all five promises;
- Develop a youth service program at a Volunteer Center;
- Replicate a successful after-school program across the school district;
- Train volunteers to enlist low-income families in health insurance programs;
- Create a job-shadowing program for high school students; or
- Establish a statewide database of effective practices for mentoring programs.

Over the course of their service, Fellows develop specific knowledge of their community's resources related to the five promises placing them in a unique position to promote the importance of *all* children receiving *all five* promises. Therefore, in addition to their specific service assignments, Fellows are expected to become knowledgeable advocates in their communities for the five-promise approach.

What's New for 2001?

In the fall of 2001, the fourth class of AmeriCorps Promise Fellows will begin service. There are a few changes in program requirements and some new program directions to announce for the coming year.

Living Allowance

The minimum living allowance for a twelve-month term of service is \$13,000. The maximum living allowance for a twelve-month term of service is \$18,600. The living allowance must be pro-rated for Fellows who serve less than twelve months.

Health Insurance

In past years, providing health insurance to AmeriCorps Promise Fellows was optional. Beginning in the 2001-02 program year, grantees will be required to provide health insurance to AmeriCorps Promise Fellows who are not otherwise covered by a health insurance policy that provides the minimum benefits described in Part Two of these guidelines.

Fixed Amount Award

The Corporation is increasing the fixed amount award by up to \$500 per member in part because of the increased costs associated with required health insurance. Grantees will receive up to \$13,800 for the first five Fellow positions in the award and up to \$10,800 per Fellow beyond five, unless the Corporation has specified otherwise.

Focus on All Five Promises

A key aspect of the five promises is their additive effect. The benefits for children and youth increase as they receive access to more of the five promises. Fulfilling three promises in a child's life is better than providing just one; fulfilling all five is particularly powerful. In order to enhance the AmeriCorps Promise Fellows' impact on the ability of communities to deliver all five promises, applicants are required to demonstrate how their Fellows will be involved in an effort to deliver all five promises in the communities where they serve. This requirement can be fulfilled by demonstrating that Fellows' host organizations deliver all five promises directly or by placing Fellows in organizations that are part of a larger effort to deliver all five. Fellows may also be deployed to initiate or support efforts to develop an all-five effort in organizations or communities that are not currently delivering all five promises in a coordinated way. Individual Fellows may focus on specific promise areas as their primary service objective, but are expected to be knowledgeable ambassadors for the importance of children and youth receiving all five.

Youth Service Compact Pilot Projects

The Compact to Fulfill All Five Promises Through Young People (Youth Service Compact) is a response to the vision and opportunities captured in the fifth promise: opportunities for young people to give back through service. The goals of the Youth Service Compact are to help make service a common expectation and experience of every young American; to fulfill the five promises for more children and youth through the service of other young people; and in doing so, to change the public perception of young people from "problems" to "resources" who can help strengthen communities.

The leaders of more than three dozen major youth-serving organizations have signed on to the Youth Service Compact, pledging to combine their efforts to:

- Build awareness, enthusiasm and the will to serve among the young;
- Offer high-quality opportunities for service—including service learning—by the young;
- Recognize, reward and highlight youth as role models for service and citizenship;
- Develop the leadership potential and encourage the civic engagement of young people through training, peer-to-peer exchanges, and service experiences that challenge them to assume increasing responsibility; and
- Add resources to and strengthen the infrastructure of the youth service field to accomplish the above aims.

The Corporation seeks to fund approximately 15 AmeriCorps Promise Fellows to support Youth Service Compact pilot projects in several communities around the country. The purpose of the pilot projects is to bring the Compact alive at the community level by engaging local affiliates of the national Compact partners in cooperative activities to fulfill the five promises through youth service. To support a network of pilot projects in more than one state, the Corporation seeks a national partner to coordinate and oversee the effort. Applicants interested in developing Youth Service Compact pilot projects with the support

of AmeriCorps Promise Fellows should complete an application following the instructions for new applicants provided in Part Five.

AmeriCorps Promise Fellows Professional Development Opportunity

The Corporation recognizes the need for opportunities for AmeriCorps Promise Fellows to develop leadership skills and knowledge of effective ways to mobilize communities to deliver the five promises. To address this need, a national training for approximately 50 AmeriCorps Promise Fellows will be held early in the 2001-02 program year. Fellows who participate in this training will be a resource to their programs to provide planning, mobilization, and technical support for America's Promise efforts at a statewide, regional or national level. These Fellows will also provide training, technical assistance and support for other Promise Fellows in their state or program. For example, once they attend this training, Fellows might train new Fellows in asset-mapping skills or coordinate the implementation of America's Promise Checklist projects in several sites around the state.

To be eligible to participate in this training, Fellows must have at least one prior term of experience in a full-time service position such as AmeriCorps Promise Fellows, other AmeriCorps programs, or the Peace Corps. Grantees must provide these Fellows with a minimum living allowance of \$16,000 per year. There is no limit on the number of Fellow(s) you may propose to send to the training. However, given the limited space and the requirement of a prior term of service, we expect to select no more than two Fellows per program.

If you would like to send a Fellow(s) to this training, you must complete the additional information requested in Part Five of these guidelines. The Corporation will review requests to send Fellow(s) to the training using the review criteria explained in Part Four of these guidelines and may include consideration of factors such as: the Fellow(s)' proposed activities, program size, program model diversity, geographic diversity, availability of resources, and other priorities that the Corporation may establish.

PART TWO: WHAT YOU NEED TO KNOW ABOUT DESIGNING A PROGRAM FOR AMERICORPS MEMBERS

The AmeriCorps Promise Fellows program is part of the AmeriCorps network so it shares the key features of AmeriCorps. AmeriCorps funds and supports quality programs that get things done, encourage responsibility, expand opportunities, and strengthen communities. AmeriCorps members undertake service that has a maximum impact on our nation's communities and would not be provided without the service of AmeriCorps members and the volunteers they generate.

Getting Things Done

Your program must provide opportunities for your community to define its problems and to solve them. You must be able to demonstrate that your program or the service you offer provides a direct benefit that the community values and that existing funds or volunteers do not already provide this service. In addition, your program service activities must demonstrate

positive impact on the communities served. Program activities cannot duplicate the routine functions of workers. Nor may programs displace paid employees.

In the AmeriCorps Promise Fellows program, your program's service activities must advance all five promises of America's Promise. You can fulfill this requirement by demonstrating how each organization where a Fellow will serve delivers all five promises to children and youth or by establishing that each organization where a Fellow will serve is part of a larger effort to deliver all five promises.

Developing AmeriCorps Members

We expand opportunities, helping those who help America. Because of their AmeriCorps service, members develop additional skills, gain valuable experience, and receive education awards that they can use to repay school loans. Although programs will have different sorts of impacts on members, depending on program design, all programs should seek to develop members by including the following components:

Citizenship

You should use service experience to help members achieve the skills and education needed for productive, active citizenship, including, if appropriate, structured opportunities for members to reflect on their service experiences.

Supervision, Training, and Education

Your program must provide members with the supervision, training, skills, and knowledge they need to perform their tasks, including information about the AmeriCorps Promise Fellows connection to the broader campaign of America's Promise, the five promises and AmeriCorps. You must give members the background information they need on a community and help them understand the community's need for a specific service or project. You may also provide, if appropriate, specific training in a particular field to your members. This includes training and education that help members explore career possibilities in areas such as child development, teaching, or public health. At the same time, we encourage you to provide training in cardiopulmonary resuscitation (CPR), conflict resolution, and communication skills. A qualified supervisor must provide members with regular and adequate supervision.

Support Services

You must provide support services to members who are school dropouts by assisting them in earning the equivalent of a high school diploma. We encourage you to provide all members who are completing a term of service with information about education and career opportunities.

Ethic of Service

Service builds civic responsibility and enables participants to practice responsible citizenship. It helps youth make the transition into adulthood. Through service AmeriCorps enables members to see themselves as problem-solvers, not problems; to become leaders, not just followers; and to take personal responsibility.

We ask that you identify your program as part of the national service network and as a program in which AmeriCorps members serve. You can do this through the use of AmeriCorps and AmeriCorps Promise Fellows logos, common application materials, and

other means. You are not required to call your program AmeriCorps, though you may use the AmeriCorps name along with your own program's name.

To help develop an ethic of lifetime service, programs should provide opportunities for members to consider the meaning of the following line from the AmeriCorps pledge: "I will carry this commitment with me this year and beyond."

Strengthening Communities

AmeriCorps strengthens communities through community involvement and consultation. AmeriCorps members help bring diverse individuals and groups together as a team to cooperate in achieving constructive change and to solve critical community problems.

Community Involvement and Consultation

We see local involvement and input as vital to the development of quality service programs that sustain and build communities. You should use extensive broad-based local input to design, implement, and evaluate your project. This includes consultation with:

- representatives from the community you serve;
- members (or potential members) in your program;
- appropriate community-based agencies; foundations; businesses; local labor organizations representing employees of service sponsors; and local government.

Partnerships with such community groups may help to enhance organizational capacity and strengthen communities. They provide opportunities for you to collaborate and share technical expertise and resources.

Bringing various organizations and people together to accomplish a common goal mobilizes community resources. We encourage programs to involve AmeriCorps members in activities that recruit and engage volunteers in helping meet community needs. Engaging volunteers not only enables programs to accomplish objectives, it provides people with an opportunity to serve. Leveraging volunteers and linking with other existing service efforts (including other local Corporation-funded programs) can enhance program results and build community capacity.

Diversity

Your program builds strong communities when it engages diverse members and staff in common service. You should actively seek to include members and staff from the communities where your project operates as well as men and women of different races, ethnicities, education levels, socioeconomic backgrounds, and physical and mental abilities. In our assessment of whether your program meets this criterion, we will take into account that your program objectives might require you to recruit members and staff who share a specific characteristic or background. Please note however, that your program cannot violate the non-discrimination, non-duplication, and non-displacement rules that govern member and staff selection.

If your program lacks diversity in one or more areas, it must strive in other ways to be diverse. You should intentionally create activities or provide opportunities for citizens to come together who might not otherwise serve or come into contact with each other. As you strive to achieve diversity, we encourage you to bring together younger and older members.

Recruitment Tools and Resources

The AmeriCorps Recruitment Office has a variety of tools available for programs to enhance their own recruitment efforts. While you will need to focus many of your efforts locally to recruit members for your program, we offer local and national recruitment tools to assist you in this process and advertise your program to potential recruits from all over the country.

Web-Based Recruitment System: In early 2001, AmeriCorps expects to launch a brand new recruitment section on the AmeriCorps website (www.americorps.org). This will enable prospective members to submit information about themselves and receive in return a listing of programs that match their interests and eligibility. Programs may participate in this system by posting their AmeriCorps assignments on the web system, and in turn may search a database of prospective members for your own recruitment outreach efforts. For more information, check out the website, contact your state office or state commission, or contact the recruitment department at Corporation headquarters, (202) 606-5000.

Electronic Application System: As part of the web-based recruitment system, prospective members may apply electronically to participating AmeriCorps programs. Programs will be able to group e-mail both prospects and applicants, to alert them of program information and updates, interview schedules, and other service opportunities.

AmeriCorps Hotline: 1-800-942-2677 is the AmeriCorps hotline for prospective members to contact for information and application materials. Hotline operators will also be able to utilize the web-based recruitment matching system for those prospects without web access, so they may gain the same program-specific information available that on-line visitors receive.

Recruitment Manual: A detailed manual full of techniques, tips, and samples is available for all AmeriCorps programs. Download it from the AmeriCorps website, or contact the AmeriCorps hotline for a free copy.

Brochures and Other Promotional Material: A series of brochures, posters, advertisements, and other promotional material that you may localize with your own recruitment message are available for your use. Call 1-800-942-2677 to receive a listing of available items and learn how to order.

Training and Technical Assistance: Recruitment staff are located in every cluster to assist programs with the web-based recruitment system and offer training in other recruitment techniques. Please contact the AmeriCorps hotline to find the recruitment office closest to you.

Leadership Opportunities

We encourage programs to build member leadership capacity by providing opportunities for members to coordinate activities, recruit volunteers, and serve in other leadership capacities in their programs. You may address leadership opportunities in either the program design section or in your member development objectives in your application. Please note, however, that members may not be assigned as the legal supervisors of fellow members.

Program Size

You may request up to 30 AmeriCorps Promise Fellows. AmeriCorps Promise Fellow programs have tended to place individual or a small number of Fellows in multiple sites that are often spread out across a state or nationally, depending on whether the grantee is a state commission, national nonprofit or Indian Tribe. While individual placements at geographically dispersed sites are a common and acceptable program design, they raise particular challenges for program management and for the members. In such programs, it may be particularly challenging to develop an esprit de corps among the members, to provide adequate training and support to the members and the program sites, and to monitor program implementation. In determining the size of your program, you should consider your ability to address these types of challenges.

Common Expectations for National Service Programs

As part of the National Service Network, there are a number of opportunities for your programs to take part in national service days. We expect all national service programs, including AmeriCorps, to participate in one or more days of service, including but not limited to the Martin Luther King, Jr. Holiday, National Volunteer Week, Youth Service Day, and Make a Difference Day. In addition, we expect programs with AmeriCorps members to participate in other national service activities such as common opening ceremonies (including the administration of an oath or affirmation), orientations, and training.

Cross-Stream Collaboration

We encourage our national service programs to engage in cross-stream collaboration. Cross-stream collaboration is most easily achieved if it is tied to program objectives. For instance, in the last few years America Reads programs have been most successful in helping children learn to read independently by the third grade with a cross-stream collaboration approach. If a number of programs focus on the same schools, the same neighborhoods, or the same after school programs, they can maximize resources by using each program's members or volunteers towards the same goal. Even if programs are not working on the same goal or in the same school or neighborhood, we encourage programs we support to meet within their communities on a regular basis to discuss areas of mutual interest. Sometimes these meetings lead to an idea for a joint project or joint training that again can maximize time and resources.

AmeriCorps on the Internet

Programs with AmeriCorps members must have Internet e-mail capability and we encourage you to subscribe to the AmeriCorps and AmeriCorps Promise Fellows listservs run by the National Service Resource Center at ETR Associates. For further assistance or information on Internet access or the listservs, call Donna Riggs at the National Service Resource Center at 1-800-860-2684, ext. 130.

Web-Based Reporting System

Programs that receive AmeriCorps grants must make use of the web-based reporting system (WBRS) to enroll AmeriCorps members and track their service hours, and track accomplishment data in order to submit progress reports. Use of WBRS requires a computer with access to the World Wide Web.

Member Terms of Service and Selection

Terms of Service

AmeriCorps Promise Fellows must serve full time. You must, at the start of the term of service, establish the requirements for the successful completion of the term of service. Regardless of any other requirements established by the program, members must serve at least 1700 hours during a period not less than 10 months and not more than 12 months. Part-time terms of service are not available for AmeriCorps Promise Fellows.

Eligibility for Additional Terms

An individual may receive an education award only for the first and second terms of service in an approved AmeriCorps position. (Please note that an unsuccessful term generally counts as a term of service for these purposes.) An individual may not serve more than two terms as an AmeriCorps Promise Fellow. An individual may serve a third AmeriCorps term as a Fellow (e.g., two terms as an AmeriCorps*State member and one as a Fellow) and, while not eligible for an education award, may, under most circumstances, receive a living allowance and other in-service member benefits. Programs are under no obligation to enroll a member for a second or third term of service. To be eligible for a second or third term, a member must have performed satisfactorily in a previous term(s) of service.

Member Eligibility

An eligible member is an individual who:

- is a U.S. citizen, U.S. national or lawful permanent resident alien of the United States;
- is at least 17 years of age at the commencement of service; and
- has a high school diploma or an equivalency certificate [or agrees to obtain a high school diploma or its equivalent before using an education award] and who has not dropped out of elementary or secondary school in order to enroll as an AmeriCorps member (unless enrolled in an institution of higher education on an ability to benefit basis and is considered eligible for funds under section 484 of the Higher Education Act of 1965, 20 U.S.C. §1091), or who has been determined through an independent assessment conducted by the Program to be incapable of obtaining a high school diploma or its equivalent (provided that the Corporation has waived the education attainment requirement for the individual).

Selection

Each AmeriCorps program selects its members and the selection criteria may vary. However, your selection process must be non-partisan, non-political, and non-discriminatory. Additionally, your program must establish minimum qualifications according to the service that members provide. Successful completion of an AmeriCorps orientation period is a mandatory qualification for members. You also must ensure that you do not displace any existing paid employees. We encourage you to select members who possess leadership potential as well as a commitment to the goals of the national service program, regardless of educational level, work experience, or economic background.

Member Benefits

You must provide Fellows with a living allowance between \$13,000 and \$18,600 based on a 12-month term of service. If the term of service is less than 12 months, the living allowance must be pro-rated. The living allowance must be paid in regular increments regardless of the number of hours served in a particular period. Fellows may receive a living allowance greater than \$18,600 only if they are part of a professional corps and are supported, with the exception of Corporation-provided education awards, entirely with non-Corporation resources.

Education Awards

AmeriCorps Promise Fellows who successfully complete a term of service will receive an education award of \$4,725 if they have not served more than two terms in AmeriCorps. Members may use their education awards up to seven years from completion of service. They may use their awards to pay for any combination of: (1) the costs of attendance at a qualified institution of higher education; (2) the costs of approved school-to-work programs; or (3) the costs of repaying qualified student loans.

While they serve, members who have out-standing qualified student loans may be eligible for forbearance on their payments. To qualify, they must contact their loan holders. Upon successful completion of members' terms of service, we will make payments for interest that accrued during the period of forbearance.

Health Insurance

You must provide each AmeriCorps Promise Fellow with health insurance at the time you accept him or her into your program if the member is not otherwise covered by a health insurance policy that provides the minimum benefits below. If a member loses coverage during the term of service as a result of participation in the program or through no deliberate act of his or her own, such as parental or spousal job loss, you must provide the member with a basic health insurance policy that meets our requirements. You may obtain health insurance for your members through any provider you choose. The Corporation will not cover health care costs for family members.

The minimum benefits are:

- Physician services for illness or injury;
- Hospital room and board;
- Emergency room;
- X-ray and laboratory;
- Prescription drugs;
- Limited mental/nervous disorders;
- Limited substance abuse coverage;
- An annual deductible of no more than \$250 charges per member;
- No more than \$1,000 total annual out-of-pocket per member;
- A 20% co-pay or a comparable fixed fee with the exception of a 50% co-pay for mental and substance abuse care; and
- A maximum benefit of \$50,000.

Service Gear

We encourage you to purchase AmeriCorps Promise Fellows service gear for your Fellows. You can purchase gray AmeriCorps Promise Fellows tee shirts and long-sleeved collared shirts with the AmeriCorps Promise Fellows logo by contacting Mississippi Industries for the Blind at (601) 984-3200. Mississippi Industries for the Blind can also provide you with information about additional gear and merchandise with the AmeriCorps logo.

Reasonable Accommodation For Disabilities

Programs and activities must be accessible to persons with disabilities, and you must provide reasonable accommodation to known mental or physical disabilities of otherwise qualified members, service recipients, applicants, and program staff. All selections and project assignments must be made without regard to the need to provide reasonable accommodation. By far, the vast majority of accommodations are inexpensive.

Grievance Procedures

You must establish a grievance procedure for members who believe that they have been unfairly released and for other grievances filed by members or other interested parties. The procedures must include an opportunity for hearing and binding arbitration within statutory deadlines. Additionally, we encourage programs to establish an alternative dispute resolution procedure, such as mediation.

Prohibited Service Activities

While charging time to the AmeriCorps Program, accumulating service or training hours or otherwise engaging in activities associated with the AmeriCorps program or the Corporation, staff and members may not engage in the following activities:

- a. Attempting to influence legislation.
- b. Organizing or engaging in protests, petitions, boycotts, or strikes.
- c. Assisting, promoting, or deterring union organizing.
- d. Impairing existing contracts for services or collective bargaining agreements.
- e. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- g. Engaging in religious instruction; conducting worship services; providing instruction as part of a Program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
- h. Providing a direct benefit to:
 - i. a for profit entity;
 - ii. a labor union;
 - iii. a partisan political organization; or
 - iv. an organization engaged in the religious activities described in the preceding sub-clause, unless Grant funds are not used to support the religious activities.
 - v. a nonprofit entity that fails to comply with the restrictions contained in section 501(c)(3) of Title 26, except that nothing in this section shall be construed to

prevent members or participants from engaging in advocacy activities undertaken at their own initiative.

- i. Voter registration drives by AmeriCorps members. In addition to being an unacceptable service activity, Corporation funds may not be used to conduct a voter registration drive.
- j. **Clerical work, research, or fund raising activities unless such activities are incidental to the member's direct service activities.**
- k. Other activities as the Corporation determines will be prohibited, upon notice to the Grantee.

Individuals may exercise their rights as private citizens and may participate in the above activities on their initiative, on non-AmeriCorps time, and using non-Corporation funds. The AmeriCorps or AmeriCorps Promise Fellows logo should not be worn while doing so. In your application for funds, you should specify the actions you will take to ensure that members do not engage in improper activities. Suggestions for how to comply with this requirement include signing a certification that contains a listing of prohibitions, including a list in your members' training manuals or adding a clause to members' contracts that prohibit them from engaging in prohibited activities.

PART THREE: GRANT TERMS AND REQUIREMENTS

Funds Available

Subject to the availability of funding, the Corporation will award approximately \$6 million to support approximately 500 AmeriCorps Promise Fellows for the 2001-02 program year.

Eligible Applicants

The following are eligible applicants to the AmeriCorps Promise Fellows program:

- Governor-appointed state commissions on national and community service (State Commissions)
- Nonprofit organizations proposing to sponsor AmeriCorps Promise Fellows in more than one state (National Directs)
- Indian Tribes
- Local government agencies, institutions of higher education, or public or private nonprofit organizations in North Dakota, South Dakota, or U.S. territories that do not have a State Commission.

Program Structure

The AmeriCorps Promise Fellows program is structured so that the eligible applicants listed above are the legal applicants to the Corporation for AmeriCorps Promise Fellows funding. Legal applicants submit one overall proposal for AmeriCorps Promise Fellows funding to the Corporation.

Applicants may propose a variety of organizational structures for their AmeriCorps Promise Fellows program. For example, a National Direct organization may propose to operate its program directly or provide sub-grants to local chapters or affiliates that will host Fellows. State Commissions may sub-grant responsibility for overall program administration to another entity that in turn manages the Fellows' host sites, or the State Commissions may enter directly into separate agreements with each host organization while retaining responsibility for some training and coordination of the program. The process for selecting sub-grantees or host organizations varies from program to program.

Regardless of the organizational structure, the grant requirements specified in the provisions for this program flow down to all sub-grantees, and the legal applicant to the Corporation is ultimately responsible for ensuring that the program is implemented in accordance with all requirements.

With the exception of eligible organizations in North or South Dakota or the U.S. territories, local organizations that want to host a Fellow should consult their respective state commission or a potential National Direct organization or Indian Tribe with which they are affiliated to discuss the possibility of applying for funding.

Grant Period

We generally provide funding for a three-year project period. Applications must include proposed activities, objectives and a detailed budget narrative for the first year of operation, and estimated funds you will need in the second and third years of operation.

If we approve your application and enter into a multi-year award agreement, we will usually provide funding at the outset only for the first budget period of the program. The Corporation has no obligation to provide additional funding in subsequent years. Funding for the second and third budget periods of an approved program is contingent upon satisfactory progress in relation to the approved objectives, submission of proposed changes in activities or objectives, and a detailed budget and budget narrative for the applicable program year, the availability of funds, and any other criteria established in the award agreement.

Limitation on Number of Applications

You may have only one application covering a particular project pending before the Corporation at one time. For example, if a National Direct organization includes a local affiliate in its application to us, the local affiliate may not seek additional funds for the same project through a state commission application.

Fixed Amount Awards

If you are approved for an AmeriCorps Promise Fellows grant, we will make a fixed amount award that provides up to the maximum amount of Corporation financial assistance for support of an approved AmeriCorps Promise Fellows Program. The fixed amount award is based on the premise that the reasonable and necessary costs inherent in carrying out the program significantly exceed the amount of assistance provided by the Corporation.

The amount of the award is determined based on the approved number of Fellows specified in the grant. You will receive up to \$13,800 for the first five Fellow positions in the award and up to \$10,800 per Fellow beyond five, unless the Corporation has specified otherwise. You are responsible for providing or securing the additional funds necessary to support the Fellows, including the required living allowance.

You may treat the grant funds as funds available to support the program overall. Fixed amount awards do not require adherence to Federal Cost Principles. However, Federal Administrative Requirements, as defined in the AmeriCorps Promise Fellows grant provisions that accompany a grant award, do apply to grantees.

Program Size

You may request up to 30 Fellows to be funded at the fixed amounts described above. If you can identify non-Corporation resources to support the entire cost of a Fellow(s), including the minimum required living allowance, the Corporation may approve additional education awards to allow you to enlarge the size of your program. In such instances, the Corporation may also provide up to \$800 per Fellow to support costs such as health insurance and member training and development.

Types of Application Submission

If you do not currently operate an AmeriCorps Promise Fellows program, you must submit a new application following these guidelines if you wish to be considered for AmeriCorps Promise Fellows funding.

If your program is in its second or third year of operation during the 2000-01 program year, you must submit a new application following these guidelines including a one-page summary describing program impact and accomplishments for all previous years of AmeriCorps Promise Fellows funding. In addition to your new application, our staff will review and consider previous grant performance information and information from our management information systems, including enrollment and retention rates, and impact data. We will take into consideration the quality of your program and the extent to which you have successfully met your outcome objectives in determining whether to recommend funding for a three-year cycle.

If your program is in its first year of operation in 2000-01, you must submit a continuation request. Please see the instructions for continuation requests below.

Beginning with the 2002 application process, programs in their first or second year of operation submit a continuation application. Programs in their third year of operation must submit a new application.

Responsibilities for Programs Using AmeriCorps Funds

The Corporation's requirements for AmeriCorps are set forth in the regulations and in this application. In addition to being thoroughly familiar with the regulations, you should read these application guidelines carefully because in some cases, more specific information is provided here.

The regulations for programs funded by AmeriCorps were published in the Federal Register on March 23, 1994 (45 CFR Parts 2510, 2513, et. al.) and may be available at your public library or can be found at www.nara.gov/fedreg/.

Federal Financial Management and Grant Administration Requirements

As with all Federal grant programs, it is the responsibility of all grantees funded by AmeriCorps to ensure appropriate stewardship of Federal funds entrusted to them. Under our regulations, each grantee must maintain financial management systems that provide accurate, current, and complete disclosure of the financial results of its program. To meet this requirement, you must have adequate accounting practices and procedures, internal controls, audit trails, and cost allocation procedures. OMB Circular A-133, Audits of States, Local Governments and Nonprofit Organizations, requires all organizations to have

financial audits if they annually expend \$300,000 or more under Federal awards. This requirement applies to the organization's total expenditures each fiscal year under all of its Federal awards, not just an AmeriCorps grant.

As with all Federal grant programs, you must assure that your programs or activities, including those of any sub-grantees, will be conducted, and facilities operated, in compliance with the applicable civil rights statutes and their implementing regulations. You must obtain assurances of such compliance prior to extending Federal financial assistance to sub-grantees. For civil rights purposes, all programs and projects funded or receiving service members under the National and Community Service Act, as amended, are programs or activities receiving Federal financial assistance.

By Federal statute and regulation, a person, including members, service recipients, or program staff, may not, on the grounds of race, color, national origin, sex, age, political affiliation, disability (for otherwise qualified individuals with disabilities), or in most cases religion, be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination, directly or through contractual arrangements, under any program or activity receiving Federal financial assistance. By Corporation policy, participation in the Corporation's programs and projects must be based on merit and equal opportunity for all, without regard to factors such as sexual orientation, marital or parental status, military service, or religious, community, or social affiliations, in addition to the statutory grounds.

Monitoring Responsibilities

If you are approved for an AmeriCorps grant, you are responsible for managing the grant and sub-grant-supported activities to assure you are in compliance with applicable Federal requirements and you achieve your performance goals. Monitoring must cover each program, function, or activity. You are responsible for ensuring program quality and that your program has an impact on the problems facing the communities in which it operates. This includes monitoring the service of members. You are responsible for the timely and accurate documentation of member eligibility and service hours. Each program should develop systems that closely track and monitor these issues.

A number of factors may make monitoring a challenge for programs. These include individual placements, programs that are spread out geographically, and programs that attempt to address many issue areas at once. If your program design includes one of these challenges, you should address it specifically in your application and provide specific strategies for monitoring. Strategies that may facilitate program monitoring include: recruiting and enrolling members who can work independently; providing appropriate orientation, ongoing training, and a means of regular communication; selecting strong host sites and ensuring strong support from direct-line supervision of members; and narrowing the range of tasks members perform to make monitoring easier.

Reporting and Evaluation Requirements

Every program must develop a system for collecting and organizing data on an ongoing basis. The most common reporting mechanisms are progress and final reports. In addition, your program must cooperate with national program evaluation studies we may undertake. Also, you must compile data on civil rights compliance, as detailed in the AmeriCorps Promise Fellows Grant Provisions that are part of your grant award.

Your program must have a system that allows you to evaluate and monitor your program activities. You must:

- Develop annual objectives;
- Track progress toward those annual objectives;
- Institute management procedures that provide regular "customer feedback" that will be used to improve program quality; and
- Collect additional descriptive and demographic data (e.g., the member enrollment and exit forms, operating site information forms).

PART FOUR: REVIEW PROCESS AND SELECTION CRITERIA

Review Process

We are seeking high-quality programs that address the five promises made to children and youth at the Presidents' Summit for America's Future:

- Ongoing relationships with caring adults--parents, mentors, tutors or coaches;
- Safe places with structured activities during nonschool hours;
- Healthy start and future;
- Marketable skills through effective education; and
- Opportunities to give back through community service.

Applications will be evaluated using a multi-stage process that may include review by outside experts, Corporation staff review and recommendations, and Corporation Board of Directors' approval. The applicant's demonstrated record of accomplishment (including progress to date of current AmeriCorps Promise Fellows programs) is considered along with the need for program model diversity, geographic diversity, and other priorities that the Corporation may establish.

Selection Criteria

We will review proposals according to the following criteria:

Program Design (60%)

Getting Things Done

- Well-documented compelling community need(s) related to the five promises
- Well-designed activities with measurable goals and objectives that meet community needs
- Well-defined roles for Fellows that lead to measurable outcomes or impact
- Effective involvement of target community in planning and implementation

Participant Development

- Effective plans for recruiting, developing, training, supervising, and recognizing Fellows
- Well-defined, measurable goals and objectives for Fellows to develop specific skills, knowledge or abilities during service

Strengthening Communities

- Enhanced capacity of organizations, institutions and communities to deliver the five promises to children and youth
- Mobilization of community resources including volunteers
- Bring together people of diverse backgrounds
- Effective coordination with other national service programs in the area

Organizational Capacity (25%)

- Ability to provide sound programmatic and fiscal oversight
- Sound track record in the issue area the project will address

- Well-defined roles for staff and administrators
- Well-designed plan or systems for self-assessment, evaluation, and continuous improvement

Budget/Cost Effectiveness (15%)

- Adequate budget to support program design
- Commitment of applicant organization or host agencies to securing resources for program implementation or sustainability
- Cost effective within program guidance

The bullets under each sub-heading describe what we consider important and what you should include in your application narrative. Program Design includes three sub-categories and represents 60 percent of the basis we use to evaluate and select each program. The relative importance and rank order of the sub-categories for AmeriCorps is Getting Things Done, Participant Development, and Strengthening Communities.

We will enter into negotiations with potentially successful applicants in a manner that may require significant modifications to original proposals. Awards are contingent on successful completion of negotiations. The number of applications we approve and the number of education awards we provide during each year of the three-year funding cycle is subject to the availability of funds and education awards.

Reporting Requirements for Applicants Previously Funded by the Corporation

If your program is continuing or recompeting as a new applicant under these guidelines, all reporting must be up-to-date. Our staff will consider your program's record regarding timely receipt of reports and forms when making final funding recommendations.

PART FIVE: AMERICORPS PROMISE FELLOWS APPLICATION INSTRUCTIONS

Compliance Requirements

You must submit one unbound, single-sided original and two (2) copies of the application. All applicants are encouraged to voluntarily submit an additional four (4) copies of the application to expedite the review process. Facsimiles will not be accepted. Type and double-space the submission package in not less than 12-point font size, with one-inch margins. Please number the narrative pages. You must follow the page limits specified. If you exceed a page limit, we will remove any excess pages before reviewing your application. We will not accept appendices. This includes annual reports, videos, brochures or any supplementary material not requested in the application.

We will not review any submission that does not comply with all of the above requirements except under extenuating circumstances as determined by us.

Review Criteria for New Applications

The evaluation criteria and their percentage weights are:

Program Design	60%
• Getting Things Done	
• Participant Development	
• Strengthening Communities	
Organizational Capacity	25%
Budget/Cost Effectiveness	15%

I. New Program Application Instructions

General Submission Information. New applicants must submit an application that consists of the following components in the following order. If your program is in its second or third year of operation during the 2000-2001 program year, you must apply as a new program. Beginning with the 2002 application process, you must apply as a new program if you are in your third year of operation.

- Title Page
- Executive Summary
- Summary of Current AmeriCorps Promise Fellows Impact (for current AmeriCorps Promise Fellows programs only)
- Program Narrative
- Objective Summary Form(s)
- Budget Narrative
- Certifications and Assurances

A. Title Page. Follow the title page instructions.

B. Executive Summary of the AmeriCorps Promise Fellows Program (no more than one single-spaced page). Provide a clear overview of the program. This should include a mission statement for the program, a statement of need and expected impact of the program, and a summary of the program design. Explain how you will achieve the expected impacts. The program design should summarize the overall organizational structure of the program including grantee, sub-grantee(s) and/or host organization relationships. You do not have to identify each host organization.

C. For Current AmeriCorps Promise Fellows Grantees Only: Summary of current AmeriCorps Promise Fellows impact (no more than one single-spaced page). Briefly restate your program's objectives and provide a clear description of program impact, outcomes (include all years of AmeriCorps Promise Fellows funding), and accomplishments in all objective areas.

D. Program Narrative (no more than 20 double-spaced pages). The program narrative tracks the Executive Summary and covers the information requested in sections 1-3 below. In addition to the program narrative, we will also evaluate the objectives and budget narrative in determining how well the application meets the criteria described below. Include page numbers on each page of the program narrative and provide information in the order listed.

1. Program Design (60%)

Program design consists of three elements that are listed in rank order of importance.

- Getting Things Done
- Member Development
- Strengthening Communities

Provide clear information that addresses each section in detail. Please note that we will review and consider the Summary of Current AmeriCorps Promise Fellows Impact submitted by existing programs when evaluating this Program Design section.

a. Getting Things Done

- Describe the specific, compelling community need(s) your program will address and how you identified these needs. The needs must relate to improving or expanding the delivery of one or more of the five promises to children and youth.
- Describe the primary or most important objective(s) of your program and explain how they meet the community needs you have identified. These objective(s) correspond to your Getting Things Done objectives on the AmeriCorps Objectives Summary Form described below.
- Identify the desired change or impact your program will have as a result of your objectives and how you will evaluate whether you have achieved the desired change or impact.
- Describe the Fellows' proposed service activities. Be as detailed as possible in explaining what the Fellows will be doing on a regular basis. Be sure to explain how the proposed service activities relate to meeting the Getting Things Done objective(s).

- If you would like to send a Fellow(s) to the national training, in a separate section, please address the following:
 - Describe how this Fellow(s) will provide statewide, regional or national support to the delivery of the five promises. On your Objective Summary Form(s), provide at least one Getting Things Done objective that corresponds to this activity.
 - Be as detailed as possible in explaining what the Fellow(s) will be doing on a regular basis.
 - Identify the desired change or impact as a result of your objectives and how you will evaluate whether you have achieved the desired change or impact.

b. Member Development

- Identify the skills and characteristics Fellows will need to perform the proposed service activities including minimum qualifications and any specialized skills required to carry out service assignments.
- Describe how you will recruit and select Fellows that fulfill the required qualifications.
- Provide a training and member development plan that addresses:
 - How you will orient Fellows to the basic requirements of AmeriCorps service;
 - How you will ensure that Fellows understand their unique identity as AmeriCorps Promise Fellows, including their relationship to AmeriCorps and America's Promise;
 - What initial and ongoing member development activities will occur;
 - The primary skills, knowledge or abilities that the members will develop during their service. These correspond to your Member Development objectives on the AmeriCorps Objectives Summary Form; and
 - If applicable, how you will address challenges in communication, support, motivation and other areas that may result from Fellows serving at dispersed sites and/or serving as the only member at a site or in the community.
- If you are applying to send a Fellow(s) to the national training, describe how the Fellow(s) will provide training, technical assistance, or support to Fellows in your program or state. On your Objective Summary Form(s), provide at least one Member Development objective that corresponds to this activity.

c. Strengthening Communities

- Describe how your AmeriCorps Promise Fellows program will improve the overall ability of communities to deliver the five promises to children and youth. Focus on how the AmeriCorps Promise Fellows will add to the current ability of a community to deliver the five promises. For example, Fellows may foster improved coordination of services in the five promise areas; or, they may create new relationships among community organizations that result in young people having access to a promise area they were lacking. These efforts should correspond to your Strengthening Communities objective(s) on the AmeriCorps Objectives Worksheet Summary Form.
- Explain how your program will involve a diverse group of community members and organizations in the delivery of the five promises. Focus on how the strengths, experience and resources of the host organizations and others in the

community will support your program's successful accomplishment of its Strengthening Communities objective(s).

- Address how you will communicate and collaborate with other AmeriCorps and Corporation-funded programs.

2. Organizational Capacity (25%)

Provide clear information that addresses each section in detail. In this section, it is important to demonstrate the organizational capacity of the prospective grantee as well as any prospective subgrantee(s) who will be responsible for *overall* program administration. For example, if the applicant is a state commission that plans to subgrant the overall program administration to a statewide volunteer center, please address the requested information as it relates to the subgrantee. You do not need to address the topics in this section as they relate to the individual host organizations for the Fellows unless specifically requested.

Sound track record in the issue area(s) the project will address: Describe your organization's experience with the programmatic initiatives you propose in this application and relevant major accomplishments in these areas.

Principal program staff: Identify the key staff positions who will be responsible for overall program administration and percentage of time dedicated to the AmeriCorps Promise Fellows program; background and experience of these staff members; plans to recruit, select, train, and support additional staff if necessary.

Selection of host organizations: Describe the process and criteria you use to select Fellows' host organizations. We will use the information you provide in this section to assess the overall ability of the program to provide adequate placements for Fellows and to meet the proposed objectives.

In this section, explain how you will ensure that Fellows will be involved in an effort to deliver all five promises in the communities where they serve. This requirement can be fulfilled by demonstrating that Fellows' host organizations deliver all five promises directly or by placing Fellows in organizations that are part of a larger effort to deliver all five. Fellows may also be deployed to initiate or support efforts to develop an all-five effort in organizations or communities that are not currently delivering all five promises in a coordinated way. Individual Fellows may target specific promises, but must be part of an overall effort to deliver all five.

Other than the requirement that host organizations deliver all five promises or are part of a larger effort to deliver all five, we do not require specific selection criteria. For illustrative purposes only, following are examples of host organization selection criteria you might use: ability to provide supervision for a Fellow(s), measurable objectives that have positive community impact, host organization's support for overall program goals, ability to provide training and member development opportunities for the Fellow, and contribution of adequate financial and in-kind support in addition to Corporation funding.

For State Commissions only. Fellows may serve at a State Commission only under limited circumstances. In proposing such an arrangement, a State Commission must

describe how it will comply with (1) the prohibition on State Commissions operating any national service program receiving financial assistance from the Corporation and (2) the prohibition on a State Commission receiving Corporation assistance to carry out activities that are already supported by its administrative grant from the Corporation. A State Commission proposing this arrangement must also submit a detailed position description for the Fellow.

Ability to provide training and technical assistance: Describe your plans for providing host organizations and Fellows with training and technical assistance. In particular, describe your plans for initial orientation and training of host organizations and Fellows and systems you will use to ascertain ongoing training and technical assistance needs.

Ability to monitor and to evaluate progress toward annual objectives: Describe your plans for monitoring compliance with program requirements and progress toward annual objectives. Include plans for identifying issues, strengths and weaknesses and providing feedback.

Capacity to manage finances: Describe your financial management systems, including any past experience managing federal grant funds.

3. Budget/Cost Effectiveness (15%)

Provide clear information that addresses each section in detail.

Budget that supports the program design: program narrative and budget narrative correspond; budget reflects program goals and design.

Cost-effectiveness: budget narrative reflects sources of additional financial support for the program.

Sustainability: describe your strategies for ensuring the sustainability of the service activities when federal funding is no longer available.

E. Objectives Summary Form. Complete the AmeriCorps Objectives Worksheets following the instructions. Your objectives should be clearly linked to the program narrative and focus on the areas in which you expect to make the greatest impact. Allow time so that you address all of the components needed in developing an objective. Once you have completed a worksheet for each objective, transfer each summary statement onto the AmeriCorps Program Objectives Summary Form. Submit only the Objectives Summary Form(s) to us. However, you should retain your objective worksheets for future reference.

If you have different objectives for different sub-grantees or host organizations, provide a separate Objectives Summary Form for each site's objectives and list the name of the site at the top of the summary form. If objectives are the same for more than one site or represent an aggregate for multiple sites, you may submit one Objectives Summary Form for the common objectives. List the relevant sites or write "All Sites" at the top of the summary form.

You must submit at least one objective in each category--Getting Things Done, Community Strengthening, and Member Development. There is no maximum limit to the number of objectives you submit in any category.

F. Budget Narrative. Complete the budget narrative following the instructions.

G. Certifications and Assurances. Read the certifications and assurances carefully. When you have done so, complete the form that certifies that your organization will comply with all the required Federal certifications and assurances.

II. Continuation Instructions

General Submission Information. Programs in their first year of operation in program year 2000-01 may submit a continuation application. Beginning with the 2002 application process, the continuation instructions apply to programs in their first or second year of operation. You should include the information below in your continuation request.

- Title Page
- Next Year's Plan. Narrative of no more than 5 pages covering changes to the previous year's program activities and/or program objectives as well as any specific Corporation requests for responses to feedback from site visits, progress report reviews, or any additional information requested by state commissions.
- Objective Summary Form (if you are changing any of your objectives)
- Budget Narrative

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AMERICORPS PROMISE FELLOWS TITLE PAGE

FOR INTERNAL USE ONLY

Please type or print in black ink.

1. **APPLICANT TYPE:** State Commission ☐ Tribe Program ☐ Other _____
National Direct ☐ Territory Program ☐ _____
APPLICATION TYPE: New ☐ Continuation ☐ Year of first AmeriCorps Promise Fellows funding: _____

2. **LEGAL APPLICANT INFORMATION :** _____
Organization Name: _____
Contact Person: _____
Employer ID Number: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: () _____ Fax: () _____
Email: _____

3. **PROGRAM INFORMATION:**
Program Name: _____
Program Director/Contact Person: _____
Organization Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: () _____ Fax: () _____
Email: _____

4. **PRIORITIES TO BE MET:** Caring Adult ☐ Marketable Skills ☐
Safe Places ☐ Opportunity to Serve ☐
Healthy Start ☐ Community Mobilization for All Five ☐

5. **BUDGET:**

	Year 1	Year 2	Year 3
Corporation Funds Requested	_____	_____	_____
Total Program Cost	_____	_____	_____

6. **PROGRAM YEAR:** Start Date: _____ End Date: _____

7. **TOTAL NUMBER OF FELLOWS:** _____
Number of full-time members listed above for which only an education award is requested: _____

8. **CERTIFICATION:** Name: _____ Signature: _____
Title: _____ Phone: () _____ Date: _____

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1. **Applicant Type:** Check one box to indicate the type of legal applicant. If none of the boxes apply, please type in a description of the legal applicant in the space marked "Other."

Application Type: Indicate if this is a new or continuation application then indicate the first year in which you received funding for your AmeriCorps Promise Fellows program.
2. **Legal Applicant Information:** Supply all requested information. Notification of grant awards will be sent to this address.
3. **Program Information:** Supply all requested information. If the legal applicant is also the organization that will operate the program, supply the name and contact information for the program director. If no one has been selected to direct the program, enter the name of the person who can be contacted to discuss the programmatic aspects of the program.
4. **Priorities to be Met:** All applicants are required to demonstrate how AmeriCorps Promise Fellow host organizations will deliver all five promises or are part of a larger effort to deliver all five. In this space, please check the priorities the Fellows' service activities will target: Caring Adult, Safe Places, Healthy Start, Marketable Skill, Opportunity to Serve, or Community Mobilization for All Five (e.g., recruiting Communities of Promise). Select all that apply.
5. **Budget:** If you are applying for the first year of a program, enter the total amount of funds you are requesting from the Corporation and the total program cost under first year. Include estimated funding for second and third years. If you are requesting funds for the second year of a program, enter the total amount of funds you are requesting from the Corporation and the total program cost under second year. Include estimated funding for the third program year. If you are requesting funds for the third program year, enter the total amount of funds you are requesting from the Corporation and the total program cost under final year. These figures should correspond to those provided in your budget narrative.
6. **Program Year:** Indicate when the program year is expected to start and end.
7. **Total Number of Fellows:** On the first line, provide the total number of AmeriCorps Promise Fellows you are requesting in the application. On the second line, indicate the number of Fellow positions for which you are only requesting an education award(s).
8. **Certification and Signature Line:** Enter the name, title, and phone number of the official who has the authority both to commit the organization to accept Federal funding and to execute the proposed project. The original ink-signed copy of the authorizing official's signature must be included with your submission.

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Please type. Please include each of the program objective summary statements from Box 6 of the AmeriCorps Objective Worksheets in the space below. Submit this form, not the worksheets, to the Corporation with your program application. If you have more than three objectives in any category, duplicate this form to record additional objectives.

Legal Applicant: _____ Program Year: _____

Site Location (Organization, City, State): _____
(List the site(s) for which the objectives below apply.)

GETTING THINGS DONE

1.

2.

3.

MEMBER DEVELOPMENT

1.

2.

3.

STRENGTHENING COMMUNITIES

1.

2.

3.

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THIS WORKSHEET SHOULD NOT BE SUBMITTED WITH YOUR APPLICATION.

AmeriCorps Promise Fellows Objective Worksheet

Please identify objective category and then indicate the number of the objective.

Category (Select One)

☐ GETTING THINGS DONE ☐ MEMBER DEVELOPMENT ☐ STRENGTHENING COMMUNITIES

Building Objectives	For example
1. What activity will Promise Fellows engage in? How many Promise Fellows will engage in this activity? Where will the Promise Fellows engage in the activity? With whom (e.g., organization, leaders of local Promise efforts, youth, parents)? What promise(s) of America's Promise does the activity address?	3 Fellows addressing promise four —marketable skills through effective education --will work with appropriate staff, parents, and community groups to expand an existing after-school tutoring program to two new sites in the district.
2. What outcome do you expect from this activity? Are you going to focus on the <i>capacity building</i> or the <i>direct service</i> of this activity? (Be sure that there is a direct connection between the <i>activity</i> and the <i>desired outcome</i> .)	More students will increase their literacy skills in a safe and structured after school program. This desired outcome will focus on the direct service.
3. What tools/methods will the program use to measure the outcome? (Please identify the specific instrument the program will use.)	Daily attendance logs to track number of students attending and frequency of individual students' attendance. The LLAP literacy assessment to measure increased literacy skills.
4. What degree or level (percentage or numbers) of the desired outcome do you want to achieve to indicate success? Over what period of time?	80 percent of the students who attend at least two days per week will increase their literacy skills.
5. How many people will directly benefit from this activity? Or, what systems, partnerships or community networks will directly benefit from this activity?	100 students in grades 3 through 5 will benefit.

6. Restate your complete objective (steps 1 – 5).

Sample: *3 Fellows addressing promise four – marketable skills through effective education ----will work with appropriate staff, parents and community groups to expand an existing after-school tutoring program to two new sites for 100 children in grades 3 through 5, resulting in 80% of those students who attend at least two days per week, will increase their literacy skills as measured by attendance logs maintained over the course of the after-school program and the LLAP literacy assessment measure.*

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For the Current Program Year

The AmeriCorps Promise Fellows program uses a fixed amount award that is not subject to Federal Cost Principles or specific matching requirements so you are not required to submit a budget form. To allow us to assess the organizational capacity and cost effectiveness of your proposed program, you must submit a detailed budget narrative that describes:

- the *dollar amount* of resources provided to your AmeriCorps Promise Fellows program,
- the *sources* of the resources (Corporation, grantee, subgrantee, or host organization),
- the *allocation* of these resources to specific expenses or activities (e.g., living allowance, training, transportation, staff time for supervision, program administration or monitoring), and
- an *explanation* of how the funds will be used and how you arrived at the proposed amount.

The budget narrative should support and correspond to the activities described in the program narrative. It should also reflect support for required expenses such as the mandatory living allowance, FICA, workers' compensation and unemployment insurance (depending on your state law), health care coverage, orientation/training for Fellows, adequate supervision, and program administration and monitoring.

We do not require a specific budget form, but you may submit this information in a chart format. Please round figures to the nearest whole dollar amount. A sample budget narrative follows these instructions.

Projected Budgets for Second and Third Program Years

If you are applying for the first year of the program, include *total* projected budgets for years 2 and 3. If you are submitting information for the second program year, include a *total* projected budget for year 3. You do not have to provide a budget narrative for these years, just the overall projected budget total.

BUDGET NARRATIVE SAMPLE:**AMERICORPS PROMISE FELLOWS**

Cost Category	Corporation	Grantee	Sub-Grantee or Host Organization	Total
Living allowance 13 Fellows @ \$13,000 = \$169,000	145,000		24,000	169,000
FICA \$169,000 x .0765 = \$12,929			12,929	12,929
Workers' Compensation \$169,000 x .03 = \$5,070			5,070	5,070
Health Insurance 13 Fellows @ \$1,000 per year = \$13,000	6,500	6,500		13,000
Training 13 Fellows @ \$100 per Fellow for materials, presenters at orientation = \$1,300 13 Fellows @ \$300 per Fellow for local training offerings = \$3,900	1,300		3,900	5,200
Staff Costs (in-kind) Statewide Program Director (.25 x \$50,000 = \$12,500) Host Organization Supervisors (.20 x \$40,000 x 13 = \$104,000)		12,500	104,000	116,500
Benefits (in-kind) Benefits at 25% of salary Statewide Program Director (12,500 x .25 = 3,125) Supervisors (.25 x 8,000 x 13 = 26,000)		3,125	26,000	29,125
Travel Lodging for 13 Fellows to attend 2-day orientation (13 x \$100 per night x two nights = \$2,600)	2,600			2,600
Per diem for 2-day training for 13 Fellows (13 x \$46 per day x two days = \$1,196)		1,196		1,196
Supplies (13 Fellows @ \$250 per Fellow = 3,250)			3,250	3,250
Local Transportation (13 Fellows x 150 miles per year x .29/mile = \$566)			566	566
Service Gear Long-sleeve oxfords and t-shirts for 13 Fellows (13 x \$41 for both shirts = \$533)		533		533
TOTAL	155,400	23,854	179,715	358,969

Certification and assurances

CERTIFICATION SIGNATURE

NOTE: Sign this form and include in the application. Before completing certification, please read the Certification Instructions.

SIGNATURE:

By signing this Certification page, you certify that you agree to perform all actions and support all intentions in the Certification sections of this application. The three Certifications are:

- ☐ Certification: Debarment, Suspension and Other Responsibility Matters
- ☐ Certification: Drug-Free Workplace
- ☐ Certification: Lobbying Activities

Legal Applicant:

Project Name:

Name and Title of Authorized Representative:

Signature:

Date:

ASSURANCE SIGNATURE

NOTE: Sign this form and include in the application.

SIGNATURE:

By signing this assurances page, you certify that you agree to perform all actions and support all intentions in the Assurances section.

Organization Name:

Project Name:

Name and Title of Authorized Representative:

Signature:

Date:

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Certifications and Assurances

Instructions

By signing and submitting this application, as the duly authorized representative of the applicant, you certify that the applicant will comply with the Certifications and Assurances described below.

a) Inability to certify

Your inability to provide the certifications or assurances listed below will not necessarily result in denial of a grant. You must submit an explanation of why you cannot do so. We will consider your explanation in determining whether to enter into this transaction. However, your failure to furnish an explanation will disqualify your application.

b) Erroneous certification or assurance

The certifications and assurances are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

c) Notice of error in certification or assurance

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

d) Definitions

The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded” as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. An applicant shall be considered a “prospective primary participant in a covered transaction” as defined in the rules implementing Executive Order 12549. You may contact us for assistance in obtaining a copy of those regulations.

e) Certification requirement for subgrant agreements

You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

f) Certification inclusion in subgrant agreements

You agree by submitting this proposal that you will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions,” provided by us, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

g) Certification of subgrant principals

You may rely upon a certification of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the certification is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

h) Non-certification in subgrant agreements

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

i) Prudent person standard

Nothing contained in the foregoing may be construed to require establishment of a system of records in order to render in good faith the certifications and assurances required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

CERTIFICATIONS

Certification – Debarment, Suspension, and Other Responsibility Matters

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, *Participants' responsibilities*.

- A. As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:
- Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.
 - Has, within a three-year period preceding this application, been convicted of, or had an adverse civil judgment entered in connection with, fraud or other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in the above paragraph of this certification, and
 - Has not, within a three-year period preceding this application, had one or more public transactions (federal, state or local) terminated for cause or default;
- B. If you are unable to certify to any of the statements in this certification, you must attach an explanation to this application.

Certification – Drug-Free Workplace

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. The regulations require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 34 CFR Part 85, Section 85.615 and 85.620).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- B. Establishing a drug-free awareness program to inform employees about—
- the dangers of drug abuse in the workplace,
 - the grantee's policy of maintaining a drug-free workplace.
 - any available drug counseling, rehabilitation, and employee assistance programs, and
 - the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- C. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A);
- D. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:

- abide by the terms of the statement, and
 - notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- E. Notifying us within ten days after receiving notice under subparagraph (D) from an employee or otherwise receiving actual notice of such conviction;
- F. Taking one of the following actions, within 30 days of receiving notice under subparagraph (D), with respect to any employee who is so convicted—
- Taking appropriate personnel action against such an employee, up to and including termination; or
 - Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
- G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (F).

Certification – Lobbying Activities

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

ASSURANCES

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-l et seq.).
- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
- Will keep such records and provide such information to us with respect to the program as may be required for fiscal audits and program evaluation.
- Will not use the assistance to replace state and local funding streams that had been used to support programs of the type eligible to receive Corporation support. For any given program, this condition will be satisfied if the aggregate non-federal expenditure for that program in the fiscal year that support is to be provided is not less than the previous fiscal year.
- Will develop an age-appropriate learning component for participants in the program that includes a chance for participants to analyze and apply their service experiences.
- Will use the assistance only for a program that does not duplicate, and is in addition to, an activity otherwise available in the locality of the program.
- Will comply with the Notice, Hearing, and Grievance Procedures found in § 176 of the National and Community Service Act of 1990 (the Act).
- Will, prior to the placement of a participant, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by the program, to prevent the displacement and protect the rights of those employees.
- Will comply with the nondisplacement rules found in § 177(b) of the Act. Specifically, an employer shall not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the employer using an AmeriCorps participant; a service opportunity shall not be created that will infringe on the promotional opportunity of an employed individual; an AmeriCorps participant shall not perform any services or duties or engage in activities that (1) would otherwise be performed by an employee as part of the employee's assigned duties, (2) will supplant the hiring of employed workers, (3) are services or duties with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; or (4) have been performed by or were assigned to any presently employed worker, an employee who recently resigned or was discharged, an employee who is on leave, an employee who is on strike or is being locked out, or an employee who is subject to a reduction in force or has recall rights subject to a collective bargaining agreement or applicable personnel procedure.
- Will comply with the ineligible service provisions found in section 132 of the Act. Specifically a program may not use assistance or any approved national service position to perform service that provides direct benefit to any: (1) business organized for profit; (2) labor union; (3) partisan political organization; (4) organization engaged in religious activities (unless such service does not involve the use of assistance or participants to give religious instruction, conduct worship services, provide instruction as part of a program that includes mandatory religious education or worship, construct or operate facilities devoted to religious instruction or worship, or engage in any form of proselytization); or (5) nonprofit organization that fails to comply with the restrictions contained in section 501 (c) (3) of the Internal Revenue Code (26 U.S.C. 501(c)(3)). However, the provisions of section 132 of the Act shall not be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative.

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APPENDIX A

GUIDANCE ON DEVELOPING OBJECTIVES

Applicants for AmeriCorps Promise Fellows funding must complete objective worksheets. You should complete the forms following the instructions and link your objectives to the information you provide in the program narrative. Objectives are a reflection of essential program goals for the year. They should state what will change as a result of AmeriCorps Promise Fellows' efforts throughout the year. Include only activities that are at the core of the program's mission in your application.

All AmeriCorps Promise Fellows applicants must provide at least one objective in each of the following areas:

- getting things done (community service objectives);
- member development; and
- community strengthening.

Objectives statements have five components that are described on the worksheets provided. Use the worksheets to develop the components, then combine them into one statement of the objective at the bottom of the page. The five components are as follows:

- the service to be done or the **activities** to be engaged in;
- the intended **result** of that service;
- a method of **measuring** quality or impact;
- a **standard** of success; and
- the number of individuals who **benefit**, or the systems, partnerships or community networks that benefit as a result of the services.

The objectives should focus on measurable results. However, a range of results exists for any set of activities. For instance, an AmeriCorps Promise Fellow establishes a new mentoring program. You may want to measure the efforts of the Promise Fellow in developing the mentoring program (capacity building), or you may want to measure the results of mentoring services being provided (direct service to recipients). Also, the ultimate impact of the mentoring program may not be realized for several years. However, there are certainly benchmarks along the way that can measure your progress in establishing the mentoring program.

Capacity Building:

For example, you can set goals for developing a strong infrastructure of the mentoring program (e.g., structured recruitment and screening system for recruiting mentors, training and support component for mentors, screening of appropriate mentees).

Direct Service:

Or, you can set goals for how many mentor-mentee matches will persist for a full year after the program is established and measure the benefits the mentee received from the program and/or the benefits the mentor received from the program.

In creating your objectives, you should measure the impact of the Fellows' service as far along the spectrum as possible away from processes and towards the ultimate desired outcomes, taking into account the constraints of measurability in a single year.

Getting Things Done (Community Service Objectives)

Community service objectives should describe the Fellows' primary service activities and reflect the most significant impacts the program hopes to have on the recipients of the services provided or on the community's ability to deliver the five promises. For example each of ten Fellows will work with appropriate staff, faculty, parents, and community groups to expand an existing after-school program to include 50 students at a previously unserved site, offering services at least two days per week that focus on the enhancement of youth conflict resolution skills. If you want the desired result to focus on the expansion of a quality conflict resolution after-school program, a Standards Rating Scale might be used to measure the standards and quality of the after-school program. A condensed description of your objective might look like this:

1. The **activity** to be conducted will be for each of ten Promise Fellows to work with appropriate staff, faculty, parents, and community groups to expand an existing after-school program to sites not yet having a program that focuses on the enhancement of youth conflict resolution skills.
2. The intended **result** will be the implementation of ten quality conflict resolution after-school programs.
3. The outcome **measure** will be a Standards Rating Scale conducted quarterly during the program year.
4. The **standard** of success will be that 70% of the standards at each site will meet a level of quality that is acceptable or higher.
5. Ten sites will **benefit**, resulting in a quality after-school program that will provide opportunities for youth to develop conflict resolution skills.

Objective Statement: Fellows addressing promise 2—Safe places with structured activities in non-school hours—will work with appropriate staff, faculty, parents, and community groups to expand an existing after-school program to new sites resulting in the implementation of ten new quality conflict resolution after-school programs as measured quarterly by a Standards Rating Scale.

If you want the desired result to focus on enhancing youth conflict resolution skills, you may want to use attendance logs to track how many students attend the program at least two days per week and a Conflict Resolution Observation Check-List to measure the students' development of conflict resolution skills. A condensed description of your objective might look like this:

1. The **activity** to be conducted will be for each of ten Promise Fellows to work with appropriate staff, faculty, parents, and community groups to expand an existing after-school program to sites not yet having a program that focuses on the enhancement of youth conflict resolution skills.
2. The intended **result** will be to increase conflict resolution skills of 50 new students at each site in an after-school program.
3. The outcome **measures** will include attendance logs kept at each after-school site and a Conflict Resolution Observation Check-List conducted quarterly.
4. The **standard** of success will be that 80% of the students at each site attending at least two days per week will enhance their conflict resolution skills.
5. Five hundred students **benefit** from the service.

Objective Statement: Fellows addressing Promise 2--Safe places with structured activities in non-school hours--will work with appropriate staff, faculty, parents, and community groups to

expand an existing after-school conflict resolution program to new sites resulting in 500 additional children receiving after-school social skills at least two days per week, as measured by attendance logs maintained over the course of the school year, and an observation rating scale conducted quarterly.

Member Development

Member development objectives should reflect the growth and development that you hope will occur in Fellows as a result of their involvement with the program. For example, a program hopes to increase the oral presentation skills of its ten Fellows through presentations to community organizations about the America's Promise initiative and by providing Fellows with a three-hour training in how to conduct these presentations. The program's director of community relations using the same performance evaluation tool at early- and late-service presentations will assess increases in oral presentation skills by each Fellow. The program hopes to see a notable increase in skills in at least 80% of the Fellows. A condensed description of your objective might look like this:

1. The **activities** to be engaged in are five oral presentations to community groups about the America's Promise initiative and a three-hour training session in how to conduct these presentations.
2. The intended **result** is increased oral presentation skills.
3. The **measure** of quality or impact is early- and late-service assessments of presentation skills conducted by the program's director of community relations.
4. The **standard** of success is a notable increase in skills in 80% of the members.
5. Ten Fellows will **benefit**.

Objective Statement: Ten Fellows will each participate in at least five oral presentations to community groups about America's Promise and a three-hour training session in how to conduct such presentations, resulting in at least 80% of the Fellows notably improving their oral presentation skills as measured by an early- and late-service evaluation of their presentations by the program's director of community relations.

Strengthening Community

Community strengthening objectives should describe how your AmeriCorps Promise Fellows program hopes to affect the community systems, relationships, or networks for delivering the five promises. For example, Fellows will develop ten new partnerships between the school and a community organization to deliver services that address the second promise area, safe places. The partnerships will complete a Collaboration Survey distributed to representatives of the school and community groups. At least 70% of those who respond to the survey will indicate that the partnership increased their ability to provide quality services in safe places. A condensed description of your objective might look like this:

1. The activities to be engaged in are for schools to develop partnerships with community organizations to deliver services related to the second promise area, safe places.
2. The intended result will be for schools and community organizations to collaborate to provide safe places for students.
3. The measure will be a Collaboration Survey of those involved in the partnership.
4. The standard of success will be that at least 70% of respondents will indicate that the partnerships increased their ability to provide quality services in safe places.
5. Ten schools and their communities will benefit.

Objective Statement: Each of ten Fellows will develop a new school-community partnership resulting in collaboratives to provide safe places for students, as measured by a Collaboration Survey of schools and community representatives. 70% of the respondents will indicate that the partnership increased their ability to provide quality services in safe places.

Appendix B

AmeriCorps Promise Fellows Fund Raising Policy Guidance

AmeriCorps Promise Fellows are subject to the following grant award provision related to fund raising:

A member's service activities may not include organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar activities designed for the sole purpose of raising capital or obtaining contributions for the organization.

Service activities that raise funds or in-kind contributions while generating, involving and/or encouraging community support may be considered appropriate and allowable, such as serve-a-thons, to the extent they are in direct and immediate support of an approved objective of the Program and provided that they are not the program's primary activity and do not involve significant amounts of an individual member's time.

Prohibited activities for members include preparing grant proposals, performing other fund raising activities to help the Grantee achieve its matching requirements or to support an organization's general operating expenses, and providing fund raising assistance to other community-based organizations that do not provide immediate and direct support to a Grantee's approved Program objective.

In applying this rule, "approved objective" means an objective specifically proposed in your application for AmeriCorps Promise Fellows funding and approved by the Corporation. "Program" refers to the AmeriCorps Promise Fellows program carried out by the Grantee and its sub-grantees. It does not refer to other programs or activities generally operated by the Grantee or sub-grantees.

Sustained or substantial fund raising activities related to a Program's approved objectives should be handled by Program or organizational staff such as an executive director or development director. A Fellow may provide a description of his or her activities to support such fund raising efforts, but may not direct, lead, coordinate or otherwise be responsible for sustained or substantial fund raising activities even if they are conducted to support a Program's approved objectives.

Following are examples of the application of these rules in the context of the AmeriCorps Promise Fellows program. This list is provided for illustrative purposes and is not exhaustive. Grantees are responsible for assessing whether particular activities comply with the provisions of their award and the approved objectives of their Program.

An AmeriCorps Promise Fellow MAY:

- Solicit supplies from local businesses for an approved direct service project--e.g., solicit several cans of paint from a hardware store to be used by youth serving in a service learning program created by the Fellow.
- Solicit community involvement with your Program or with a coalition of organizations promoting Promise-related activities--e.g., seek volunteers to serve as mentors in an initiative supported by the Fellow, solicit donated books for a literacy program the Fellow is creating,

or recruit organizations to participate in a steering committee to develop a Community of Promise.

- Solicit commitment makers to provide volunteers or in-kind resources--e.g., asking a local corporation to provide paid leave time so employees can volunteer as tutors or obtaining free printing services from a local printer to publish a brochure instructing families how to enroll in a health care program.
- Organize an occasional serv-a-thon in which the Fellow recruits participants who will obtain sponsors in advance of an approved direct service event.
- Coordinate community involvement in a day of service, serv-a-thon, and other direct service activities that may have a fund raising element. However, the Fellow should not coordinate the fund raising component of the activity.
- Include members of the public (including funders and other community partners) on a general mailing list for newsletters, brochures, publications, and other educational materials regarding the Fellow's activities.
- Include in a Promise-related newsletter a wish list of needed in-kind items.

AmeriCorps Promise Fellows may NOT:

- Write a grant proposal requesting funding to support the host organization's cost of hosting a Fellow.
- Sell tickets to a fund raising event to raise money for an organization's general operating expenses.
- Write a grant proposal to raise operating support for a new mentoring program the Fellow is implementing.
- Solicit a financial commitment from a local corporation to contribute a percentage of its profits to Community of Promise partners.

Appendix C

Role of State Commissions in the AmeriCorps Promise Fellows Program

This memorandum provides guidance regarding the role of a state commission in overseeing an AmeriCorps Promise Fellows program. The Corporation's regulations provide as follows: "A State Commission . . . may not directly operate or run any national service program receiving financial assistance, in any form, from the Corporation."

In the context of the AmeriCorps Promise Fellows program, state commissions have typically taken one of the following approaches to comply successfully with the prohibition against a state commission running a national service program.

1. Subgrant the Fellows program to a statewide partner. The statewide partner is responsible for all aspects of operating the program, including activities such as: selecting host sites, establishing policies and procedures for Fellows and host sites, monitoring host sites' compliance with program requirements, assisting in recruitment of Fellows, coordinating orientation and training for Fellows and sites, providing ongoing technical assistance for Fellows and sites, administering program finances, completing required reports, and interacting with the state commission. The exact responsibilities of the statewide partner are determined by the terms of its agreement with the state commission. The state commission monitors the statewide partner's implementation of the Fellows program, provides guidance as needed, and includes the program in its activities in support of AmeriCorps programs generally.
2. Subgrant Fellows to multiple partners. In the absence of a single statewide partner to run the AmeriCorps Promise Fellows program, state commissions have entered into separate agreements with more than one organization to run Fellows programs; typically, these agreements are with the Fellows' host sites. In these situations, responsibility for running the program lies with each host site. In addition to monitoring the program implementation at each site, the state commission often provides support and coordination among the host sites and Fellows. For example, the commission may dedicate a portion of a commission staff member's time to plan host site orientation, to organize periodic trainings or meetings for the Fellows, or to host quarterly conference calls among supervisors and Fellows.

Because state commissions are prohibited from operating a national service program, the following activities are examples of what is not allowable:

- * Commission staff may not supervise Fellows.
- * Commission staff may not sign Fellows' timesheets.
- * Fellows may not displace commission staff or volunteers.
- * Fellows may not perform activities that overlap with administrative functions of the state commission such as monitoring or supporting national service programs.

Under limited circumstances, AmeriCorps Promise Fellows may be placed at a state commission. A state commission can provide office space and supplies, logistical support, access to office equipment, and technical or programmatic expertise to a Fellow serving at the state commission.

For example, a state commission may house a separate 501(c)(3) that runs statewide America's Promise activities. A Fellow may then be housed at the commission, but the 501(c)(3) serves as the host site and provides supervision. Or, a Fellow who supports a collaborative initiative involving many different organizations may serve at the state commission in the absence of another convenient location. However, the state commission must still designate a host organization and supervisor other than the commission or commission staff. To arrange for a Fellow to serve at the state commission, the state commission must submit a detailed position description for the Fellow to the Corporation for our review and approval.

In the grant review process, Corporation staff will review state commissions' roles in the AmeriCorps Promise Fellows program to ensure compliance with the prohibition on state commissions directly operating or running a national service program. If you have any questions about your state commission's role in its AmeriCorps Promise Fellows program, please contact your Corporation program officer.

Appendix D

POLICY GUIDANCE ON CRIMINAL RECORD CHECKS

This information explains the grant award provision related to criminal record checks and our expectations related to this provision. It reflects our guidance on this matter. The following includes:

- the provision
- statement of our purpose
- discussion of our expectations for grantees
- general guidance

Provision

“AmeriCorps Programs with members or employees who have substantial direct contact with children (as defined by state law) or who perform service in the homes of children or individuals considered vulnerable by the program, shall, to the extent permitted by state and local law, conduct criminal record checks on these members or employees as part of the screening process. This documentation must be maintained within member or employee files, or otherwise consistent with state law.”

Statement of Purpose

While acknowledging that the vast majority of AmeriCorps members would not intentionally harm recipients of service, we are nevertheless very concerned about the potential for improper or criminal conduct victimizing program clients. Such victimization does damage to the individual victim, the program, and the entire AmeriCorps national service network.

Programs have the responsibility to establish and use thorough screening processes to determine the suitability of candidates for selection to provide the program’s services. In certain programs, because of the vulnerability of the client population, it is prudent to conduct a criminal record check for each applicant. The suitability determination that you should make includes information from the criminal record check, as well as the other information that you gain through the application and screening process. Many programs are already using criminal record checks as part of their screening, and insurance companies are increasingly often requiring this step.

We recognize that you are in the best position to make decisions concerning the screening mechanisms you use, including criminal history checks, taking into account the nature of the service activity and the potential vulnerability of service recipients. The same is generally true of decisions about the criteria, including criminal records that would warrant rejection of a candidate.

While no practical system of applicant screening, including record checks, can guarantee avoidance of every possible problem, our purpose is to protect recipients of service, protect AmeriCorps programs from unnecessary liability exposure, and to protect the public image of the AmeriCorps national service network.

Corporation Expectations

We expect that you will regard criminal record checks as one part of the applicant screening process that may have many other steps – all related to making appropriate determinations about the suitability of applicants. In addition, conducting criminal record checks does not free you and program sponsors from the responsibility of careful program management and effective supervision of members and program staff. In carrying out the criminal record check grant provision, you should take the following steps:

1. Consider whether your program involves substantial direct contact with children or performs service in the homes of children or other vulnerable individuals. The term children is defined by state law. Substantial direct contact means contact with children that is regular, continuous and personal in nature. Your program should determine, based on specific

circumstances, whether individuals are “vulnerable” or not. Examples of vulnerable individuals may include (but are not limited to) infirm elderly persons, or individuals with a physical or mental disability.

2. If so, determine; (a) the appropriate form of criminal record check that you should make, based primarily on the responsibilities of the position; (b) the process by which you may carry out that check; and, (c) any limitations imposed by state or local law.
3. Conduct a check on AmeriCorps members and staff whose duties involve substantial direct contact with children or who perform service in the homes of children or other vulnerable individuals. If your program must conduct criminal history checks, you should do so for all new and continuing members, as well as for staff.
4. Determine in advance, the types of criminal backgrounds that should result in termination of candidacy or service.
5. Ensure that you take consistent actions on the information that you receive.
6. Ensure that you carefully observe privacy considerations and that you appropriately safeguard the confidentiality of criminal history information you possess.
7. Your program should be aware of the various criminal record indices that are available, such as local (both city and county, as applicable), state, national, military, and international indices.
8. Your program should obtain enough information on the background of applicants (for example whether the applicant has served in the military service, traveled abroad, or relocated within the United States) to determine which indices you should query.

While the above describes our minimum expectations, the circumstances of a local program and applicable state law or regulations may dictate that additional steps be taken.

Concerning the cost of record checks for members, explore whether they can be conducted free or at reduced cost (as a number of programs are already doing), or if any community partners can support this activity. If it is necessary to use our funds, your program should attempt to rebudget within existing funds. Commissions may use carry-over formula funds for this purpose.

General guidance

Below are suggestions and approaches that may be useful in developing procedures to fulfill this responsibility.

- Your program should review these requirements with legal counsel and your liability insurance carrier.
- You should ask each applicant, as part of the application process about his or her criminal history. Failure to truthfully complete an application should automatically result in termination of candidacy, a fact that you should note in the application itself.
- You should prominently announce notice of your intent to conduct criminal record checks – both to discourage individuals with potentially unacceptable backgrounds from even applying, and to evidence your concern for the safety of your clientele.
- If your program announces that it will conduct criminal record checks, you should do so. Failure to conduct a check after announcing that you will do so creates a situation of potentially serious liability.
- You have the authority to decide the specific check you will make – i.e., whether a local, statewide, or national check is appropriate – based on the circumstances of your program, relevant law and regulations concerning access to criminal records, and the populations you serve.
- Suitability for enrollment (or hiring) is a determination you make, but the standard of care that your program should adhere to is one of “reasonable precautions”. This means that your program should take reasonable precaution to discover the existence of background information that, if not discovered, could possibly result in an injury to a third party. Your failure to satisfy this standard of care could result in being held liable for its negligent acts or omissions.
- You need not “recheck” returning members (or continuing staff) each year after the initial check, but the member contract (or employment agreement) should include a provision that

your program leadership will be notified if the member is arrested for any of certain specified offenses.

- Your program should be aware of the various criminal record indices that are available, such as local (both city and county, as applicable), state, national, military, and international indices.
- Your program should obtain enough information on the background of applicants (for example, whether the applicant has served in the military service, traveled abroad, or relocated within the United States) to determine which indices you should query.
- While criminal records checks normally involve state agencies, you should contact your local police or sheriffs' departments for assistance in identifying potential vulnerable populations, as well as with determining the appropriate form of background check, based on local circumstances, and carry out that check. Generally, law enforcement agencies prefer to help at the outset – to help avoid problems later. If a specific state does not allow access to statewide criminal records, you should conduct local checks to the maximum extent allowed.
- If arrest information is not accompanied by disposition information, it may not provide sufficient basis for rejection of applications.
- You should develop, and carefully adhere to, written policies related to safeguarding confidential information (criminal records) received and used by your program.
- After considering re-budgeting within the grant and exploring other avenues of support, if you are still having difficulty paying the cost of these checks you should contact us.

Further Information

For further information or assistance with implementing these requirements, contact your program officer at the Corporation for National Service.

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